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GEORGIA DEPARTMENT OF LABOR
EMPLOYMENT SECURITY AGENCY
ADMINISTRATIVE SERVICES DIVISION
RECORDS MANAGEMENT AND CONTROLS

4273-42
(x 14)
Application Number

APPLICATION FOR
AMENDMENT TO RECORDS RETENTION SCHEDULE

Application Date: June 27, 1984

FOR STATE RECORDS MANAGEMENT DIVISION USE
Date Received Application No. Date Completed
JUL 24 1984 78-323-A
AUG 7 1985

Record Series Title: 78-323 Superior & State
Court Case Files

Person to Contact: Jan W. James

Item number to be amended: 12

Telephone No. 656-3025

Reads as follows: Cut off files at end of each Calendar Year. Hold in
the current files area 7 years; then transfer to State
Records Center; hold 4 years; then destroy.

inactive
Amended to read: Cut off files at end of each Calendar Year. Hold in
the current files area 2 years; then transfer to State
Records Center; hold 5 years; then destroy.

Reason for change: Need additional space in current files area.

AUTHORITY:

Division Director/Designee:

Date 6-27-84

Records Management Officer (RM&C):

Date 6-28-84

Chief, Records Management and Controls:

Date 6-28-84

ESA Director:

Date 7-19-84

State Auditor/Designee:

Date 8-31-84

Secretary of State/Designee:

Date 7/24/84

Attorney General/Designee:

Date 6/2/85

4273-42
14
APPLICATION FOR RECORDS RETENTION SCHEDULEOFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 11-22-78	1. Agency Address Georgia Department of Labor Employment Security Agency 296 State Labor Building Atlanta, Georgia 30334	Application Number 78-323	
Application Number		Date Received NOV 30 1978	Date Completed DEC 6 1978
2. Person to Contact Sam C. McCutchen		Working Title General Counsel	Telephone Number 656-3025
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest 1940 1969		5. Records Series Title (followed by title used in office, if different) Superior and State Court Case Files	
6. Division and Office Function Legal Section		What is the function of the Division and the Office in which this record series is created? Provides all needed legal services in the collection of unemployment compensation taxes. Advises the Commissioner of Labor and Director of Employment Security Agency - all legal matters	
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Maintaining case files relating to accusations, liabilities, garnishments, interventions, etc. Included are: Individual folders for each case containing Statements of Account, correspondence, Court Orders, and other related documents. File is arranged: Chronologically by year case closed; thereunder alphabetically by name of employer or claimant.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>5</u> ; Seven to twelve months old <u>2</u> ; Thirteen to twenty-four months old <u>1</u> ; twenty-five months and older <u>1</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers <u>3</u> ; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. Ga. Code Ann. 54-637
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? partial duplication in Dept. of Law
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	<u>7</u> years.	d. Audit period	<u>11</u> years.
b. Statute of limitation	<u>7</u> years.	e. Administrative need	<u>11</u> years.
c. Federal law	<u>7</u> years.	f. Federal retention instructions	<u>11</u> years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

Administrative reference need for file if property found for satisfying tax delinquency. ESA Law 7 years

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 7 year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☒ Transfer to State Records Center; hold 4 year(s); then destroy
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Walter Brown</i>	11-28-78	<i>John C. Arnold</i>	11-29-78
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		<i>Carolee Hart</i>	12-5-78
		<i>MS Wells</i>	12-4-78
		<i>MS Wells</i>	12-5-78